



2263 Santa Clara Avenue, Room 190
Alameda, CA 94501-4400
(510) 747-6800

FOR
BLOCK PARTY

(ALLOW TEN WORKING DAYS TO PROCESS PERMIT)

Attached is an application form for authorization to temporarily encroach into the Public Right-Of-Way. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and **answer all questions completely**. Please call 510-747-6800 if you have any questions.

1. Complete the attached **Application** form using Blue or Black Ink only.
2. Complete the attached **Indemnity and Hold Harmless Agreement**. The city must be indemnified against any and all property damage or bodily injury which may occur. The applicant assumes all responsibility.
3. **Certificate of Insurance** and an **Endorsement for General Liability Coverage** naming the City of Alameda as an Additional Insured in the amount of \$1 million for the duration of the activity. (see attached examples)
4. **Notification of Event** with signatures, addresses and phone numbers of residence of the block of the event and the four corners.
5. **Application fee of \$ 108.27**
6. **No Parking Signs** \$ **1.50** each **Spaces Unmetered** **\$ 3.00** per day/per space
 Metered **\$ 4.50** per day/per space

Return your completed application along with the items listed above to the Permit Center, 2263 Santa Clara Avenue, Room 190, Alameda, CA 94501 (8:00am – 4:00pm Monday-Friday except Thursdays 8:00am – 3:30pm).

A Permit Technician will accept all your material for submittal, collect the application fees and forward your application to the appropriate City departments.

After all City departments have received and granted their approval, you will be contacted and asked to come back into our office to read and sign the “Special Event Conditions” form that is prepared for your Special Event.